

BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: November 15, 2006

Division: BOCC

Bulk Item: Yes x No

Department: District 3

Staff Contact Person: Tammy Malby

AGENDA ITEM WORDING: Approval of Jackie Harder to the SFWIB

ITEM BACKGROUND:

Jackie would be replacing Kerry Clemmons who has resigned the position.

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: N/A

TOTAL COST: N/A

BUDGETED: Yes No

COST TO COUNTY:_____

SOURCE OF FUNDS: _____

REVENUE PRODUCING: Yes ___ No ___ AMOUNT PER MONTH ___ Year ___

APPROVED BY: County Atty _____ OMB/Purchasing _____ Risk Management _____

DIVISION DIRECTOR APPROVAL:

(Mayor Charles "Sonny" McCoy)

DOCUMENTATION: Included _____

Not Required

DISPOSITION:_____

AGENDA ITEM #_____

**Monroe County Boards and Committees
Appointment Information**

Board or Committee: South Florida Workforce Board

Commissioner Appointing Member: Charles "Sonny" McCoy, District 3

Name of Member: Jacklyn R. Harder

Address: 16 N. Marlin Ave.
Key Largo, Fl. 33037

Date of Appointment: November, 15, 2006
Contact Numbers: 305-451-9295 / 305-451-1414

Reappointment No

Date Term Expires 4/19/08

Name of Person Being Replaced: Kerry Clemmons

Fulfilling Term of: Kerry Clemmons

Jacklyn R. (Jackie) Harder

16 N. Marlin Ave.

Key Largo, Florida 33037

Home: 305/451-9295 (jackie@key-dynamics.com)

Office: 305/451-1414 (president@keylargo-chamber.org)

SUMMARY

A seasoned manager of 20-plus years; coach, skilled writer, speaker, trainer and group facilitator.

EXPERIENCE

President, Key Largo Chamber of Commerce, Key Largo, Fla. 2005 to present. Business development and advocacy organization of 385 members and \$500,000 operating budget

- Manage Visitor Center (71,000 visitors annually), Tourist Information Services for national and international clientele and general chamber services
- Serve as liaison between businesses and governmental agencies
- Research and implement new member benefits, such as discounts and group health insurance programs
- Oversee annual fund-raising events
- Facilitate policymaking and implement policy established by 13-member volunteer Board of Directors
- Drive business to members by matching them to consumer needs
- Promote new and existing businesses through comprehensive media management programs
- Establish and work with all-volunteer committees in such areas as business development, women managers, legislation, budget and finance, etc.

Owner, Key Dynamics, Key Largo, Fla. 2003 to present. A coaching, training and consulting firm.

- Provide individual, group and corporate coaching to help people all over the world set and achieve personal and business goals.
- Board of Directors' facilitator

Associate publisher/editor, The Reporter, Tavernier, Fla., Knight Ridder Newspapers. 1998-2005. Community newspaper with \$1 million revenue. Multiple Florida Press award winner, including several awards for promotion

- Managed all editorial and production functions
- Oversaw hiring, training and managing staff of 10
- Supervised 10-12 free-lance writers and photographers
- Wrote editorials and columns
- Served as company representative in the community
- Produced five special niche publications a year
- Redesigned newspaper

- Initiated and managed transition to computerization

Assistant metro editor/Neighbors editor, The Sun News, Myrtle Beach, S.C., Knight Ridder. 1994-98. Daily, 50,000 circulation.

- Trained news reporters and interns
- Produced four editions, up to 124 pages, each week
- Supervised seven free-lance writers
- Added people-friendly features such as homeowners', society columns
- Delivered Zenger-Miller FrontLine Leadership training modules on core interpersonal skills: *Giving Constructive Feedback, Getting Good Information from Others, Getting Your Ideas Across, Dealing with Emotional Behavior and Recognizing Positive Results*

Journalism instructor, Coastal Carolina University, Conway, S.C. 1995-98.

- Created curriculum for a new minor in journalism
- Taught journalism courses including *Introduction to Mass Media, Design and News Writing*

Editor, Florida Keys Keynoter, Marathon, Fla., Knight Ridder. 1976-93.

Twice-weekly community newspaper with 12,000 circulation.

- Hired and trained reporters
- Assigned and edited all copy and photos
- Created and managed newsroom budget
- Created special-market publications
- Converted newsroom to computers
- Increased frequency of publication to two times a week

EDUCATION

- Bachelor of science, College of Journalism and Communication, University of Florida, 1975. News-editorial, Sociology, Speech
- American Press Institute, "Managing the Weekly Newspaper," 2000
- Leadership Development Program for Executives, Miami Herald, 1992 to 1993
- Knight Ridder Newspapers training programs in management skills, finance, cultural diversity and more
- Facilitation workshop
- Teleclass leader
- Core Essentials Program graduate, CoachInc.

TRAINING CERTIFICATIONS

- Certified universal trainer for Zenger Miller, now AchieveGlobal
- Work-process improvement master trainer, Knight Ridder
- Setting expectations/performance planner, Knight Ridder

COMMUNITY SERVICE

- Chairman, Key Largo Chamber of Commerce, 2003-04
- Chairman, United Way of Monroe County, 2002-03

- Organized and moderated Leadership Monroe County media panel, 2004
- Interview coach for Miss Florida Keys (part of the Miss America organization), 2004
- Instructor, time management, Florida Keys Community College
- Presenter, First Friday business seminars sponsored by the Key Largo Chamber of Commerce, 2004
- Created, organized and implemented public art program for elementary and middle school students, 2004
- Unsung Hero United Way of Monroe County, 2004
- Presenter, media relations, Florida Federation of Business and Professional Women's (BPW) 2003 state convention, Key West
- Employer of the Year, Upper Keys BPW, 2002
- Royal court candidate, Black & White Ball fundraiser, Florida Keys Children's Shelter, 2002
- Graduate, Class X, Leadership Monroe County, 2002
- Organized and moderated political candidates forums, 1976-2002
- Facilitator, public speaking classes, 1991, 2002
- Organized and presented Upper Keys BPW leadership development seminar, 2001
- President, Grand Strand (Myrtle Beach, S.C.) BPW, 1995
- Career Woman of the Year, Grand Strand BPW, 1994
- President, Marathon Rotary Club, 1992-93
- Employer of the Year, Marathon BPW, 1993
- President, Marathon BPW, 1991-1992
- Graduate, Class IX, Leadership Florida, sponsored by the Florida Chamber of Commerce, 1991

MEMBERSHIPS

- Member of Business and Professional Women for more than 20 years in Florida and South Carolina
- Florida Association of Chamber Professionals
- Association of Chamber of Commerce Executives
- Society of Professional Journalists, 1976-2005
- International Association of Coaches
- Coachville
- International Coach Federation
- Former member, Upper Keys Rotary Club